



Harrison City Council Visitor's Form

DATE : _____

DATE REC'D: _____

NAME: _____

TIME REC'D: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PREFERRED METHOD OF CONTACT:

PHONE: _____ EMAIL: _____

OTHER: _____ (specify method)

TOPIC TO BE ADDRESSED:

DATE YOU WISH TO ADDRESS COUNCIL: _____

HAVE YOU ADDRESSED COUNCIL CONCERNING THIS TOPIC BEFORE?

YES: _____ When: _____ NO: _____

Instructions:

Please complete form and submit through one of the options listed below. Every effort will be made to allow you to address Council at the requested meeting. If this is not possible efforts will be made to notify you and arrangements for an alternate date will be made. NOTE: No visitors will be allowed to speak unless scheduled.

- Deliver to the receptionist's desk at the Harrison Community Center by 7pm on the night of the meeting in which you wish to speak.
- Email to: lmontavon@harrisonohio.gov by 3pm on the day of the meeting in which you wish to speak.
- Fax to: (513) 367-3592 by 3pm on the day of the meeting in which you wish to speak.
- Contact the Harrison Community Center with any questions (513) 367-2111.

Rules to be observed while addressing Council:

1. Visitors will be heard at 7:15 p.m., on the 1st and 3rd Tuesdays of the month, before the regular Council meeting.
2. Time limits will be imposed. These limits may vary based upon the number of visitors.
3. All visitors will be courteous and respectful while addressing Council.
4. All visitors will address Council from the podium near the front of Council chambers. If special accommodations are required please advise us in advance.
5. Visitors shall not be disruptive during the meeting.